
Director's Meeting PowerPoint

christina.guimera@lacity.org Christina Guimera

Monday, April 24, 2017 at 4:44:16 PM Pacific Daylight
Time

To: eileen.sanchez@lacity.org Eileen Sanchez, eric.eide@lacity.org Eric Eide, karen.penera@lacity.org Karen Penera, michelle.garakian@lacity.org Michelle Garakian, nicholas.maricich@lacity.org Nicholas Maricich, sumi.parekh@lacity.org Sumi Parekh, william.chun@lacity.org William Chun
Cc: raymond.chan@lacity.org Raymond Chan

Hi everyone,

Attached is the PowerPoint presentation from today's Director's Meeting.

Best,
Christina

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Christina Guimera
Executive Assistant to
Deputy Mayor Raymond Chan
(213) 978-6397

Attachments:

[MOED Director - calendar.pptx](#) 5.5M

In My View

a well-rounded LADBS leader should carry out the following 7 roles:

1. **GETTING-THINGS-DONE MANAGER** Take Care of Business
Act, Assign, and Follow-up on work efficiently and effectively
2. **PERFORMANCE-FOCUSED MANAGER** Take Care of Business
Measure, monitor, and ensure performance
3. **CHANGE LEADER** Lead People
Make differences by creating and realizing VISIONS
4. **TEAM BUILDER** Lead People
Build trust bond, raise morale, and earn respect from staff
5. **TEAM PLAYER** Interact / Influence People
Build alliance w/ City stakeholders and promote LADBS' image
6. **CONSENSUS BUILDER** Interact / Deal with People
Negotiate to achieve Win-Win results and protect LADBS' interest
7. **BUSINESS PARTNER** Interact / Deal with People
Advise, guide, and assist customers to build safe, well, and fast

What are the differences between a manager and a leader?

<i>MANAGER</i>	<i>LEADER</i>
<i>Manage operation to run well</i>	<i>Lead operation to improve</i>
<i>Manage work of others</i>	<i>Lead others to make a difference</i>
<i>Get things done right</i>	<i>Get right things done right</i>
<i>Direct others to work</i>	<i>Motivate others to achieve</i>
<i>Others work for him</i>	<i>Others follow him</i>
<i>Manage a group</i>	<i>Build a team</i>
<i>Set procedure</i>	<i>Set vision</i>
<i>Manage status quo</i>	<i>Challenge status quo</i>
<i>In charge</i>	<i>Take charge</i>
<i>Stay within the boundary</i>	<i>Get ahead of the curve</i>
<i>Have authority over the group</i>	<i>May or may not have authority over the team</i>
<i>Does not have to be a leader</i>	<i>**Should also be a manager</i>

We are fortunate because we have the authority as a manager and the opportunity to be a leader.

As a leader

We want from our staff

lots of respect, some love, little fear (of disappointing us), but no hate.

We have to constantly remind ourselves that:

*It is easy to instill fear in our staff and easier to make them hate us.
But we have to work hard to earn their respect and harder for their love.*

We have to always remember that Leadership is:

Not about authority but about responsibility.

Not about power but an honor.

Not a right but a privilege.

Not a position but actions.

Not what to do to people but for people.



Ray's Picture of a Leadership Elephant

Session 4

Leading People

- Honorable Characters
- Achieving Commitments
- Build / Motivate a Team
- Lead Different Performance Styles
- Create & Realize Visions
- Define a Leader
- Evaluate a Leader

Session 3

Interacting / Influencing People

- Be Liked / Communicate Well
- Deal w/ Different Personalities
- Build Relationships
- Build Consensus (Negotiation)
- Meetings / Written Documents
- Public Speaking
- Interviews

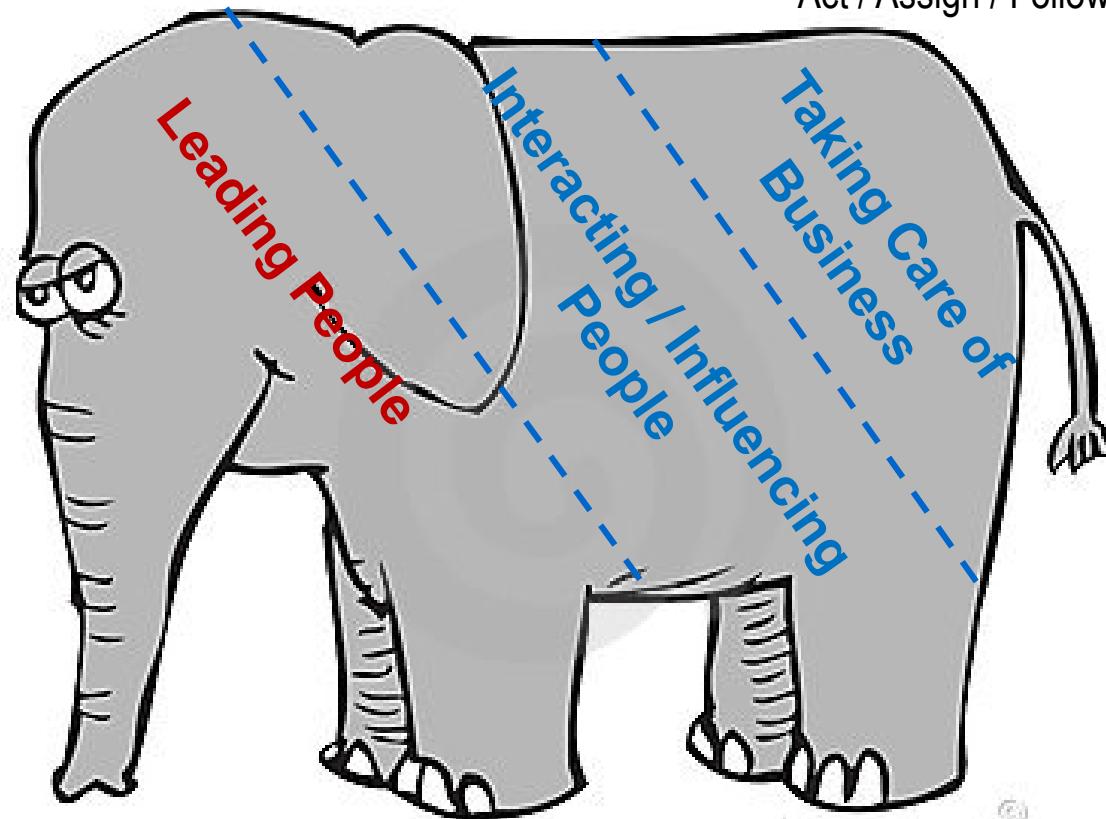
Sessions 1 & 2

Taking Care of Business

Use These Tools

- Email / Radar Screen
- Calendar / Assignment Log
- Action Plan / Timeline
- To Manage Time/Work
- Plan / Strategize
- Prioritize / Schedule
- Act / Assign / Follow-up

Influencing people to take care of business.



With proper leadership skills, we will be able to carry out the 7 roles.

“What Successful LADBS Leaders Do and How to Do It”

discusses the proper leadership skillsets to:

Take Care of Business

Interact / Influence People

Lead People

Session 1 & Session 2

Taking Care of Business Skillset

- A combination of various management **SKILLS**:
 - Plan, Prioritize, & Schedule work
 - Act, Assign & Follow-up with work
 - Manage Time & Work
 - Delegate Work
- Use various **TOOLS** and **PROCEDURES** to:
 - **Plan & Strategize** ‘what to do and steps to do’
 - **Prioritize & Schedule** ‘when to do and how long to do’
 - **Act & Assign (delegate)** to ‘do it’
 - **Monitor & Follow-up** to ensure ‘progress and completion’

Session 3

Interacting / Influencing People Skillset

- **Interpersonal Interaction**

Be Liked / 3-V Communication / Build Relationships

- **Negotiation & Problem Solving**

Bridge 'Gap' / Build Consensus / Achieve 'Win-Win'

- **Written Communication**

5-step Writing / Organize Thoughts / Write Concisely

- **Public Communication**

Meeting / Speech & Presentation / Interview

Session 4

Leading People Skillset

- **Qualities of a Leader**

Characters / Commitments

- **Build and Motivate a Team**

Instill Belief / Build Bond / Praise & Redirect

- **Situational Leadership**

Different Leadership Styles for Different Performance Styles

- **Work of a Leader**

Create & Realize Visions

- **Definition and Evaluation of a Leader**



Time and Work

Session 2 – Part 2

Leaders are not born, but trained to be.

There are not many fairness in life.

***One of them is that
everyone has 7 days or 168 hours each week.***

Assuming we spend 10 hours each day from 8 pm to 6 am
for rest (idle time) and sleep

We'll have approximately **100 hours** left for activities,
work and non-work related.
(work, drive, cook, eat, clean, take care of kids,.....)

***Should we manage these 100 hours
so we can be more efficient and productive
both at work or at home?***

Let's see how most people manage these 100 hours.

Time Management Statistics

70% of the people only use:

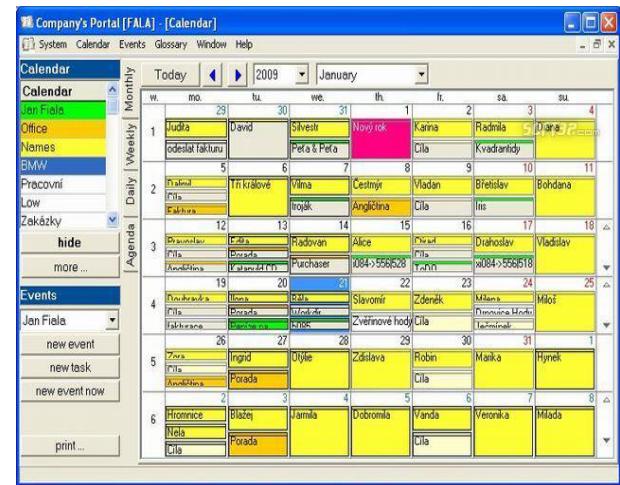
- a watch or a clock to tell time and
- a daily, weekly, and/or monthly calendar to tell dates



They keep track with time but do not manage it.

25% of the people manage time somewhat by using:

- the aforementioned tools and/or
- a planner, a smart phone, a computer, etc. as a tool to keep track with appointments (meetings / doctor visits / parties)



They keep track with the commitments but do not manage time effectively.

Most of the remaining 5% manage time and work more effectively by using:

- the aforementioned tools and/or
- a "to do" list on a regular basis to administer what they need to do.

THINGS TO DO		TODAY
Date_____		COMPLETED
1)	<input type="checkbox"/>	
2)	<input type="checkbox"/>	
3)	<input type="checkbox"/>	
4)	<input type="checkbox"/>	
5)	<input type="checkbox"/>	
6)	<input type="checkbox"/>	
7)	<input type="checkbox"/>	
8)	<input type="checkbox"/>	
9)	<input type="checkbox"/>	
10)	<input type="checkbox"/>	



They keep track with their work **but do not allot time to do them.**

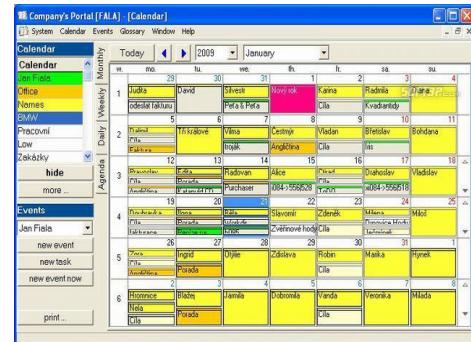
And they say, ***"I have so much to do, but so little time to do them"***



70% of people use these tools to tell **TIME**

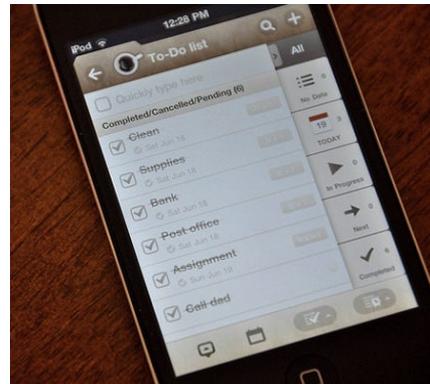


25% use these tools to manage **TIME** for **COMMITMENTS** only



Most of the remaining 5% use these tools to manage **WORK** but not **TIME**

THINGS TO DO TODAY	
Date _____	COMPLETED
1)	<input type="checkbox"/>
2)	<input type="checkbox"/>
3)	<input type="checkbox"/>
4)	<input type="checkbox"/>
5)	<input type="checkbox"/>
6)	<input type="checkbox"/>
7)	<input type="checkbox"/>
8)	<input type="checkbox"/>
9)	<input type="checkbox"/>
10)	<input type="checkbox"/>



In my view,
Time Management is a misleading term.

What we want to say is
how to allocate TIME to get WORK done effectively.

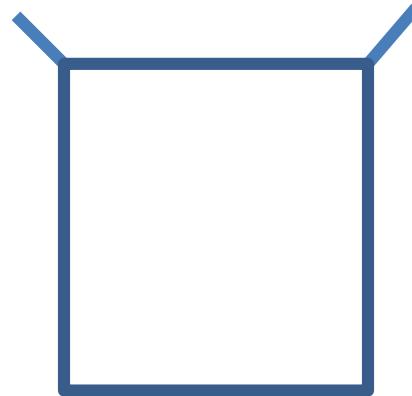
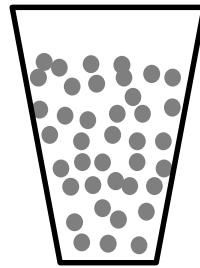
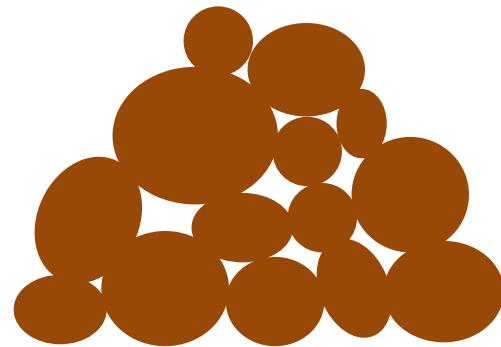
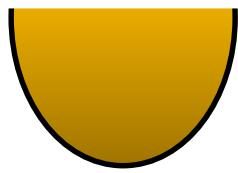
It should be called

Time/Work Management (TWM).

It is not about creating more TIME
to do more WORK.

It is about scheduling the TIME THAT YOU HAVE (100 hours)
to do more WORK.

WORK are *activities, work or non-work related.*



Sand

Rocks

Small Pebbles

Empty Container

***What is the best sequence to fill the empty container with
SAND, ROCKS, and PEBBLES
to create the heaviest outcome?***

There are six possible answers.

Please take 1 minute to find the answer with the best sequence.

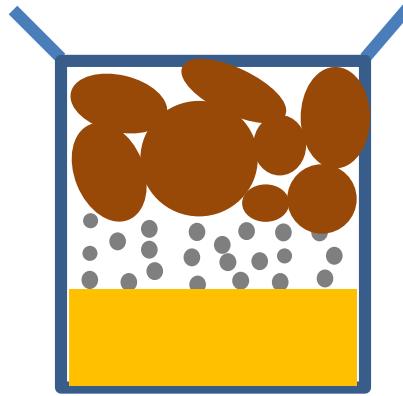
Which one of the following sequences is YOUR answer?

- 1. First rocks, then sand, last pebbles.**
- 2. First rocks, then pebbles, last sand.**
- 3. First pebbles, then sand, last rocks.**
- 4. First pebbles, then rocks, last sand.**
- 5. Frist sand, then pebbles, last rocks.**
- 6. First sand, then rocks, last pebbles.**

5. **First sand, then pebbles, last rocks.**

Worst Sequence because:

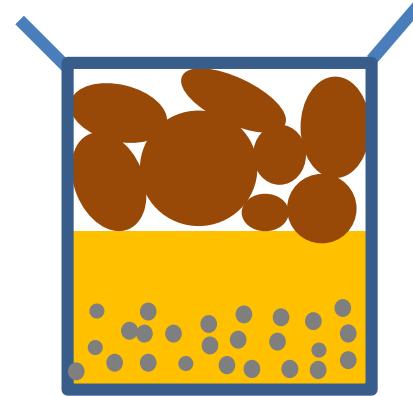
- Cannot put too many rocks
- Spaces between rocks and
- Spaces between pebbles



3. **First pebbles, then sand, last rocks.**

Bad Sequence because:

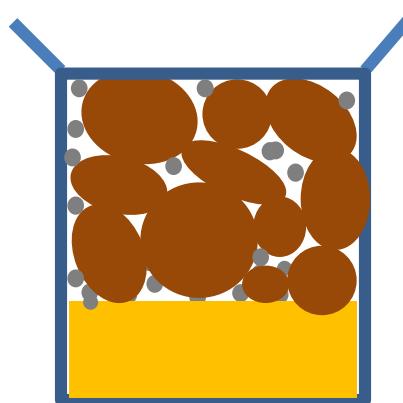
- Cannot put too many rocks and
- Spaces between rocks.



6. **First sand, then rocks, last pebbles.**

Good Sequence but:

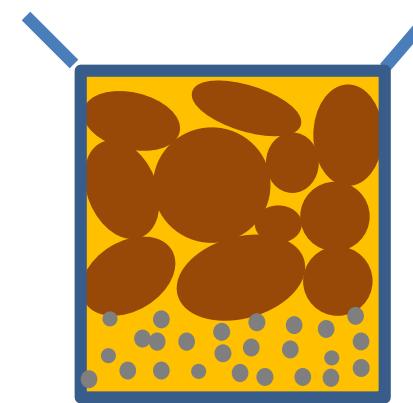
- Cannot maximize the # of rocks and
- Spaces between rocks and pebbles



4. **First pebbles, then rocks, last sand.**

Better Sequence but:

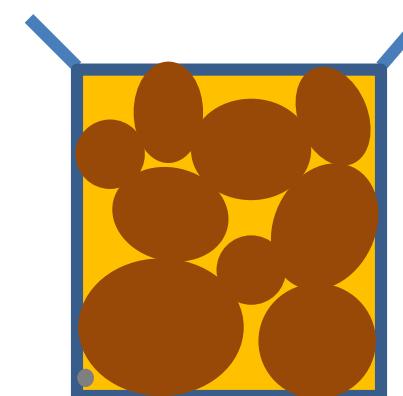
- Cannot maximize the # of rocks



1. **First rocks, then sand, last pebbles.**

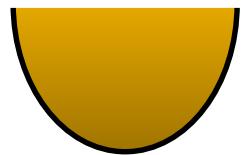
2nd Best Sequence but:

- No pebbles



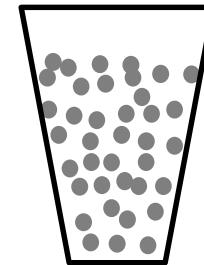
2. Best Sequence for the Heaviest Outcome

First rocks, then pebbles, last sand.

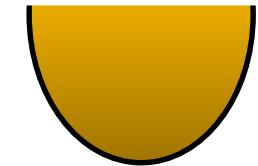
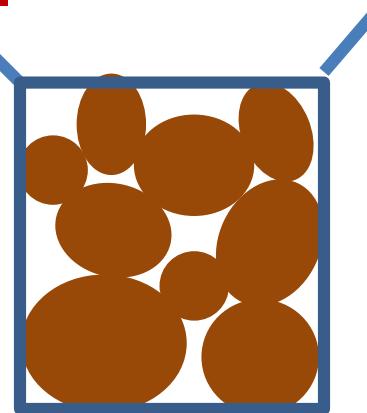


Sand

First, put in the ROCKS.

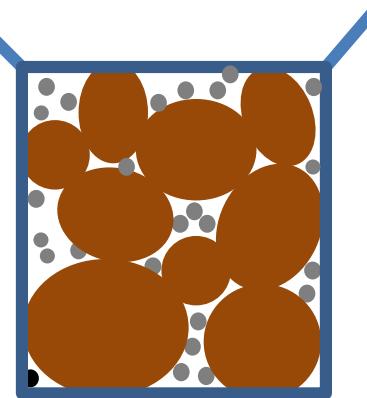


Small Pebbles

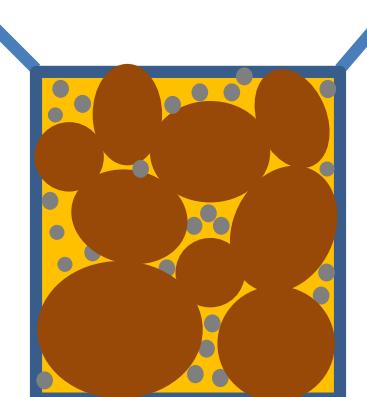


Sand

Then, PEBBLES.



Last, SAND.



We need to **think** about
how to fit the **Sand, Rocks, and Pebbles**
into the **Container**
in order to achieve the **optimum result**.

We should also **schedule (think)** about
how to fit our **work (Sand, Rocks, and Pebbles)**
into our **100-hour week (Container)**
in order to be **productive and efficient (optimum result)**.



Daily / weekly R work
to be done this week



R and U work thru emails
to be done this week



NU/I work from radar
to be done this week

***Which work is Sand? Which work is Rock? Which work is Pebble?
How do we fit the work into the 100-hr container?***

100-hour Container							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7:00 am							
8:00							
9:00							
10:00							
11:00							
12:00	<i>This is what Time/Work Management is about!</i>						
1:00 pm							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							



Taking Care of Business (TCB) Skills *Calendar System*

plan 'what to do'
schedule 'when & how long to do'
monitor & follow-up to ensure 'progress & completion'

For Routine (R), Urgent (U), and Non-urgent/Important (NU/I) work
To be done Today and This Week

Update WEEKLY and throughout the week

Session 2 – Part 3

Leaders are not born, but trained to be.

Two (2) Major Time/Work Management (TWM) Categories

Four Basic TWM categories:

- **Time Specific:** Things to be done at specific time
- **Non-time Specific:** Things to be done at any time
- **Some Time:** Things that take 30 min. or more to do
- **Minimal Time:** Things that take less than 30 min. to do

	<u>Some Time</u> Take 30 min. or more to do	<u>Minimal Time</u> Take less than 30 min. to do
<u>Time Specific</u> Be done at specific time	Time Specific & Some Time	Time Specific & Minimal Time
<u>Non-time Specific</u> Be done at any time	Non-time Specific & Some Time	Non-time Specific & Minimal Time

The 4 Basic TWM categories can be consolidated into 2 Major TWM categories:

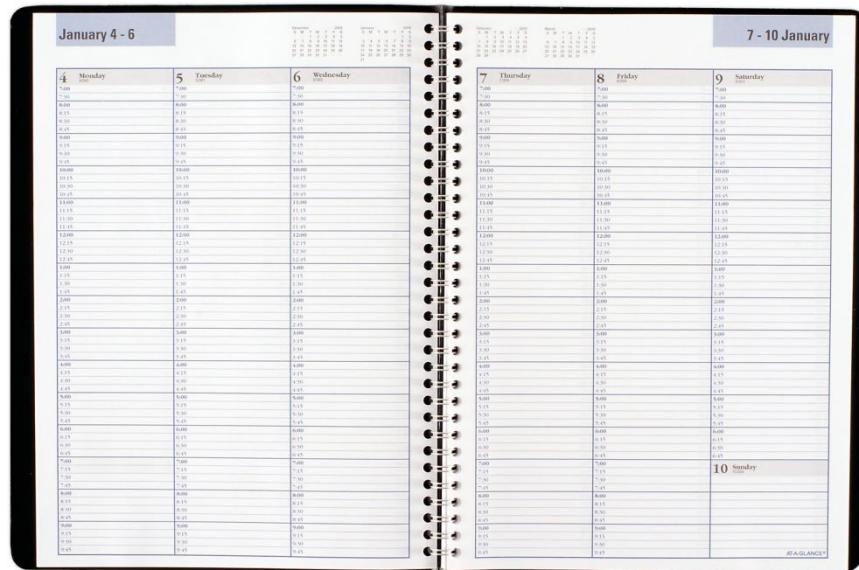
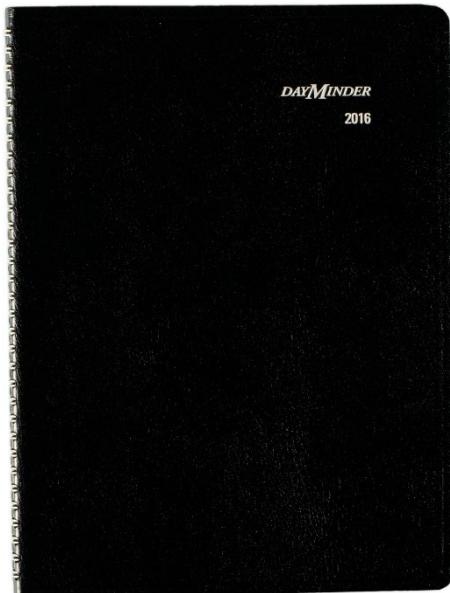
1st TWM – **Time Specific** and/or **Some Time (TS/ST) (Rocks)**

2nd TWM – **Non-Time Specific** and **Minimal Time (NT/MT) (Pebbles & Sand)**

	1 st TWM Time Specific and/or Some Time (TS/ST) Be done at specific time and/or in 30 min. or more (Rocks)	2 nd TWM Non-Time Specific and Minimal Time (NT/MT) Be done at any time and in less than 30 min (Pebbles & Sand)	Unexpected or Not Scheduleable
<u>Routine / Urgent (R & U):</u> <ul style="list-style-type: none">• Assign staff & work• Monitor operation & performance• Reply to emails & calls• Plan for the day & week• Follow-up w/ assignments• Meetings• Deal w/ - Operational issues<ul style="list-style-type: none">- Customers- Other agencies		<i>Almost all R, U, and NU/I work can be either.</i>	Time Bandit
<u>Not Urgent / Important (NU/I):</u> <ul style="list-style-type: none">• Develop & train staff• Motivate & inspire staff• Redirect & recognize staff• Handle special assignments• Plan for improvements• Implement & Monitor improvements• Outreach to industry			

Ray's Calendar System

DAYMINDER The 100-hour Container



from **DECEMBER 6**

November 2004
 S M T W T F S
 1 2 3 4 5 6 7
 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30

December 2004
 S M T W T F S
 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31

WEEK 50

MONDAY, DEC. 6 341/25

7

:15

:30

:45

1st TWM

Time

Specific

and/or

Some

Time

10

:15

:30

:45

11

:15

:30

:45

(Rocks)

12

:15

:30

:45

1 work

be done

13

:15

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:45

2 at

specific

3 time

4 and/or

5 in 30 min

6 or more

7

:15

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:45

8 in less than

9 30 min.

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TUESDAY, DEC. 7 342/24

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:15

14 Remembrance Day (US)

beginning at

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16 Breakfast

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WEDNESDAY, DEC. 8 343/23

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14 Hanukkah

beginning at

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January 2005
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 22 23 24 25 26 27 28
 29 30 31

February 2005
 S M T W T F S
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THURSDAY, DEC. 9 344/22

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3rd TWM

To Be Done This Week
 But Not Scheduled

to DECEMBER 12

DAY, DEC

Sat

Sun

Tai Chi

Radar

Calendar

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Notes for Using the Calendar

Use a (red) pen to draw a vertical line separating each (day) column.

Use only pencil to do ALL scheduling.

- Do the **Weekly Planning** at the end of the previous week **along with the Radar Screen and Email systems**, write on the Calendar in this order (**priority**):
 - First, the daily / weekly Routine work (**1st TWM tasks** or **2nd TWM tasks**).
 - Second, the **1st TWM tasks** from the Radar Screen that scheduled to be done during the coming week.
 - Third, the **1st TWM tasks** from the E-mail system that scheduled to be done the coming week.
 - Fourth, the **2nd TWM tasks** from the E-mail system (optional)
 - Last, the **2nd TWM tasks** from the Radar Screen.
- For **1st TWM tasks**, indicate:
 - what to do / when to do / how long it takes to do (approx.)

For **2nd TWM tasks**, group them according to the nature of the tasks:

- Routine / Act/Assign / Follow-up / Calls / Wait For

- Do your **Daily Planning** in the morning **along with the Email system**.
Review you schedule along the day and IMMEDIATELY:
 - Cross off tasks after completion.
 - Add 'new' tasks on Calendar as you become aware of them.
 - Re-schedule incomplete tasks to another day or week.
 - Cross out the day when it is over.

WORDS OF CAUTION

- Schedule only work that you can complete that day or that week.
- Be realistic and do not over-schedule.
- Don't over estimate your own ability or under estimate the time to do work.
- Leave time for unexpected or non-schedulable tasks (**Time Bandit**).
- Plan for idle time (have fun and rest).

**Ray's Calendar System
for the week of:**

9/7 – 9/14/15

EXECUTIVE OFFICE

- Kelli - Weekly Update **Every Th** / Meet 4th Wed @ 10 am (10/22) / WF GM evaluation?
- Frank - Shifting: **Radar Screen / Assignments / Op. Meetings** / Budget / Duties & Expectation
- Training - 'Taking Care of Business' for senior managers 9/29 & 10/6 —mid managers
 - 1st workshop: Radar (write procedure) / Calendar (create real case) / Pre
 - 2nd workshop: Assignment / Work Area (take pictures) / Presentation (pre)
- 'Getting-to-Yes' for supervisors and managers (start to format—Oct)
- Concrete - Ordinance (finalized) / Rating on City's buildings (MO will have internal discussion)
- Meet GMs - Reimbursement (WF Tarica?) about 1) no receipt for less than \$30, 2) scan original rec
- Seleta 9/26 (Placard memo **9/12** Reamer & Rush) / development (meet w/ industry &
- Marcie (WF meeting date?)—case manager / development (meet w/ industry 9/18)
- DOD (Education Fund (SO) / CASP training (Ewa) / Tools (Ewa) / Emer. Mgmt. Lawsuit
- FD Partnership Plan (draft plan **9/8**)—meet w/ Vido **9/10**—finalize plan)
- Staff Meet - Employee Orientation **9/10**
- Dennis - **Counter Concierge / AHEP-PDPP**
- Outreach - CD1 **9/11**, 9 (**reschedule**), 2, 3, 4, 5, 6, 8, 12, 14, Busciano / \$1mil list (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 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583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 680, 681, 682, 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783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, 1033, 1034, 1035, 1036, 1037, 1038, 1039, 1030, 1031, 1032, 1033, 1034, 1035, 1036, 1037, 1038, 1039, 1040, 1041, 1042, 1043, 1044, 1045, 1046, 1047, 1048, 1049, 1040, 1041, 1042, 1043, 1044, 1045, 1046, 1047, 1048, 1049, 1050, 1051, 1052, 1053, 1054, 1055, 1056, 1057, 1058, 1059, 1050, 1051, 1052, 1053, 1054, 1055, 1056, 1057, 1058, 1059, 1060, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1060, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1071, 1072, 1073, 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1150, 1151, 1152, 1153, 1154, 1155, 1156, 1157, 1158, 1159, 1160, 1161, 1162, 1163, 1164, 1165, 1166, 1167, 1168, 1169, 1160, 1161, 1162, 1163, 1164, 1165, 1166, 1167, 1168, 1169, 1170, 1171, 1172, 1173, 1174, 1175, 1176, 1177, 1178, 1179, 1170, 1171, 1172, 1173, 1174, 1175, 1176, 1177, 1178, 1179, 1180, 1181, 1182, 1183, 1184, 1185, 1186, 1187, 1188, 1189, 1180, 1181, 1182, 1183, 1184, 1185, 1186, 1187, 1188, 1189, 1190, 1191, 1192, 1193, 1194, 1195, 1196, 1197, 1198, 1199, 1190, 1191, 1192, 1193, 1194, 1195, 1196, 1197, 1198, 1199, 1200, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1200, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225, 1226, 1227, 1228, 1229, 1220, 1221, 1222, 1223, 1224, 1225, 1226, 1227, 1228, 1229, 1230, 1231, 1232, 1233, 1234, 1235, 1236, 1237, 1238, 1239, 1230, 1231, 1232, 1233, 1234, 1235, 1236, 1237, 1238, 1239, 1240, 1241, 1242, 1243, 1244, 1245, 1246, 1247, 1248, 1249, 1240, 1241, 1242, 1243, 1244, 1245, 1246, 1247, 1248, 1249, 1250, 1251, 1252, 1253, 1254, 1255, 1256, 1257, 1258, 1259, 1250, 1251, 1252, 1253, 1254, 1255, 1256, 1257, 1258, 1259, 1260, 1261, 1262, 1263, 1264, 1265, 1266, 1267, 1268, 1269, 1260, 1261, 1262, 1263, 1264, 1265, 1266, 1267, 1268, 1269, 1270, 1271, 1272, 1273, 1274, 1275, 1276, 1277, 1278, 1279, 1270, 1271, 1272, 1273, 1274, 1275, 1276, 1277, 1278, 1279, 1280, 1281, 1282, 1283, 1284, 1285, 1286, 1287, 1288, 1289, 1280, 1281, 1282, 1283, 1284, 1285, 1286, 1287, 1288, 1289, 1290, 1291, 1292, 1293, 1294, 1295, 1296, 1297, 1298, 1299, 1290, 1291, 1292, 1293, 1294, 1295, 1296, 1297, 1298, 1299, 1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319, 1320, 1321, 1322, 1323, 1324, 1325, 1326, 1327, 1328, 1329, 1320, 1321, 1322, 1323, 1324, 1325, 1326, 1327, 1328, 1329, 1330, 1331, 1332, 1333, 1334, 1335, 1336, 1337, 1338, 1339, 1330, 1331, 1332, 1333, 1334, 1335, 1336, 1337, 1338, 1339, 1340, 1341, 1342, 1343, 1344, 1345, 1346, 1347, 1348, 1349, 1340, 1341, 1342, 1343, 1344, 1345, 1346, 1347, 1348, 1349, 1350, 1351, 1352, 1353, 1354, 1355, 1356, 1357, 1358, 1359, 1350, 1351, 1352, 1353, 1354, 1355, 1356, 1357, 1358, 1359, 1360, 1361, 1362, 1363, 1364, 1365, 1366, 1367, 1368, 1369, 1360, 1361, 1362, 1363, 1364, 1365, 1366, 1367, 1368, 1369, 1370, 1371, 1372, 1373, 1374, 1375, 1376, 1377, 1378, 13

CASE MANAGEMENT OFFICE

- Expand Prelim (VN 9/15—WLA 10/2) / Concierge Station (Metro 10/6—VN 11/1) / Expand DSCM (Dec)

TECHNICAL SERVICES BUREAU

- Bldg. Record – Demo at SMM 9/18—focus group (Sep)—implement (Nov)
- Bldg. Info - Focus group (Sep)—Demo to managers (CW Gio in Nov)—implement (Dec)
- Website - Framework (**Sep**)—Demo at SMM 9/18—write up from bureaus (Oct)—beautify—implement—Delete intranet
- Build L.A. - WF Glo on issues **9/9** TT Kevin **9/11**—Timeline (CW Karen) / Ordinances (CAO works on Finance)
- Data Room (Dec) / Provide more tech support for district offices (hire 5 more student workers)

ENGINEERING BUREAU

- Solar E-permit (**Implemented**) / Eliminating CRA—press release in Oct to WF DWP) / Shoring PC w/ BOE
- Record research for Counter & PC (training on record **10/8**) / Resume APC (Nov) / Expand PDPP (Dec)
- Parallel Development Process (use Oceanwide as pilot?) / 1 Pr., 1 Sr., 2 Planner **SA**)
- Revamp Peer Review Process (invite industry to vent in front of EB) / Reassign Rudolph
- Demo (30 day notification for 45-yr / WF CD 13 on 500 ft. criteria)

INSPECTION BUREAU

- ICM 10/6 / CD5: Bel Air Weekly Report (CW Frank **9/8**) / 901 Strada / Mohammad Hadid (**revoking permit**)
- 1st Yucca Report (CW Pascal **9/9**)—2nd?—Green?—Millennium (raw data to State 9/15)—Millennium 2nd trench
- LADBS' Hollywood & SM in Navigate LA & ZIMAS—PV and Raymond (WF state map finalized in July—press release)

CODE ENFORCEMENT BUREAU

- CUP Enforcement / Increase Non-comp Fees to \$660 (PLUM **9/9**)—B&F—Council—Mayor—Oct)
- OSSPIP from 3 to 2 years (PLUM **9/9**)—B&F—Council—Mayor—Oct) / Sign Ord. (WF Aaron's Q&A—PLUM?)
- Reduce Response Time

PROJECTS

- Ray - Greenland: Construction started / Phase I foundation permit issued / Phase II (CRA approved)
 - Wilshire: Meet on structural issues (CW Goodwin?)
 - Luxe: Project proposal (WF Greg)
 - Cedar: Zone change
 - Chris: 12 & Fig (WF CP on structural isolation) / +adjacent city parcel (CW Chris)
 - Deron: Murphy's Drill Site (appeal starts with permanent wall) / MRT (1st inspection approved 7/25)
 - George: Mr. Wang's job (wrapping up design)
- Frank - Target: Stopped work & no permits
 - Scorch Earth: Sorrano (WF Bai **9/2—make determination**) / Tent at Ave of Star (will remove by 9/12)
- CNG - CD 11: Police Trailers (WF them to come back to pull permit / come back for revision)
 - LAX Sheraton's DAD issue: 1) WF revised design to swing door out & 2) WF modification to approve
 - ITA remodeling: WF plans to come
 - Fred B: 7th Street (open space issue?)

As of 9/7/14 (Sun)

September 8 - 10

TS/ST **NT/MT** **TS/ST** **NT/MT** **TS/ST** **NT/MT**

8	Monday 25/11	9	Tuesday 26/11	10	Wednesday 27/11
7:00	2 MAIL A	7:00	2 MAIL A	7:00	2 MAIL A
7:30	ASSIGNMENT	7:30	ASSIGNMENT	7:30	ASSIGNMENT
8:00	TIME 1: A	8:00	TIME 1: A	8:00	TIME 1: A
8:30	Meeting	8:30	Breakfast A	8:30	Presentation A
9:00	ASSIGNMENT	9:00	WEEKLY UPDATE	9:00	WEEKLY UPDATE
9:30	PREPARE FOR	9:30	WEEKLY UPDATE	9:30	PREPARE FOR
10:00	MEETING	10:00	WEEKLY UPDATE	10:00	CD PRESENTATION
10:30	NU/I	10:30	WEEKLY UPDATE	10:30	CD PRESENTATION
11:00	FRANK	11:00	HOODIE	11:00	CD PRESENTATION
11:15	• FD BURN	11:15	• WATER	11:15	CD PRESENTATION
11:30	FU	11:30	FU	11:30	CD PRESENTATION
11:45	• PPA	11:45	• PPA	11:45	CD PRESENTATION
12:00	• RESTAURANT	12:00	• MEET	12:00	CD PRESENTATION
12:15	• SWANSON	12:15	• WILSON COOK	12:15	CD PRESENTATION
12:30		12:30	• CDS PRESENT	12:30	CD PRESENTATION
12:45	CHAMBERS	12:45	• VALUABLES	12:45	CD PRESENTATION
1:00	• CHAMBERS	1:00	• CDS PRESENT	1:00	CD PRESENTATION
1:15	FU	1:15	• CDS PRESENT	1:15	CD PRESENTATION
1:30		1:30	• CDS PRESENT	1:30	CD PRESENTATION
1:45		1:45	• CDS PRESENT	1:45	CD PRESENTATION
2:00		2:00	• CDS PRESENT	2:00	CD PRESENTATION
2:15		2:15	• CDS PRESENT	2:15	CD PRESENTATION
2:30		2:30	• CDS PRESENT	2:30	CD PRESENTATION
2:45		2:45	• CDS PRESENT	2:45	CD PRESENTATION
3:00	MAJOR	3:00	LINDA - MEET SCHEDULE	3:00	KAREN - CODE OF CONDUCT
3:15	DC	3:15	WF	3:15	WF
3:30		3:30		3:30	
3:45		3:45		3:45	
4:00	Meeting	4:00	A	4:00	WF
4:15		4:15		4:15	
4:30		4:30		4:30	
4:45		4:45		4:45	
5:00		5:00		5:00	

WEEKLY SCHEDULE							11 - 14 September					
October			November				WF - TARIKA - MARCIE - SOLOLA CHAMPS					
S	M	T	W	T	F	S	S	M	T	W	F	S
1	2	3	4	5	6	7	2	3	4	5	6	7
8	9	10	11	12	13	14	9	10	11	12	13	14
15	16	17	18	19	20	21	16	17	18	19	20	21
22	23	24	25	26	27	28	23	24	25	26	27	28
29	30	31					29	30	31			
TS/ST			NT/MT				TS/ST		NT/MT			
11 Thursday			12 Friday				13 Saturday		14 Sunday			
7:00			7:00				8:00		7:00			
7:30			7:30				8:30		8:00			
8:00			8:00				8:30		8:30			
8:30			8:30				9:00		9:00			
8:45			8:45				9:15		9:15			
9:00			9:00				9:30		9:30			
9:15			9:15				9:45		9:45			
9:30			9:30				10:00		10:00			
9:45			9:45				10:15		10:15			
10:00			10:00				10:30		10:30			
10:15			10:15				10:45		10:45			
10:30			10:30				11:00		11:00			
10:45			10:45				11:15		11:15			
11:00			11:00				11:30		11:30			
11:15			11:15				11:45		11:45			
11:30			11:30				12:00		12:00			
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12:00			12:00				12:30		12:30			
12:15			12:15				12:45		12:45			
12:30			12:30				12:45		12:45			
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3:45			3:45									
Presentation			FU				FU		A		Have Fun!	
PASCAL-YUCCA			FU				FU		A		Have Fun!	
Presentation			WF				WF		A		Have Fun!	

As of 9/8/14 (Mon) – 12 pm

September 8 - 10

Monday		Tuesday		Wednesday	
7:00		8:00	9:00	10:00	11:00
7:30	WEEKLY REPORT	8:30	9:30	10:30	11:30
7:45	LOG	8:45	9:45	10:45	11:45
8:00		9:00	10:00	11:00	12:00
8:15		9:15	10:15	11:15	12:15
8:30		9:30	10:30	11:30	12:30
8:45		9:45	10:45	11:45	12:45
9:00		10:00	11:00	12:00	1:00
9:15		10:15	11:15	12:15	1:15
9:30		10:30	11:30	12:30	1:30
9:45		10:45	11:45	12:45	1:45
10:00		11:00	12:00	1:00	2:00
10:15		11:15	12:15	1:15	2:15
10:30		11:30	12:30	1:30	2:30
10:45		11:45	12:45	1:45	2:45
11:00		12:00	1:00	2:00	3:00
11:15		12:15	1:15	2:15	3:15
11:30		12:30	1:30	2:30	3:30
11:45		12:45	1:45	2:45	3:45
12:00		1:00	2:00	3:00	4:00
12:15		1:15	2:15	3:15	4:15
12:30		1:30	2:30	3:30	4:30
12:45		1:45	2:45	3:45	4:45
1:00		2:00	3:00	4:00	5:00
1:15		2:15	3:15	4:15	
1:30		2:30	3:30	4:30	
1:45		2:45	3:45	4:45	
2:00		3:00	4:00	5:00	
2:15		3:15	4:15		
2:30		3:30	4:30		
2:45		3:45	4:45		
3:00		4:00	5:00		
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3:30		4:30			
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October							November							December						
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26	27	28	29	30	31		2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6

11 Thursday		12 Friday		13 Saturday	
7:00		7:00		7:00	
7:30	CCB	EMAIL PLAN		7:30	
8:00		4:00 ATWS 4		8:00	
8:15		8:15		8:15	
8:30		8:30 TELENET		8:30	
8:45		8:45		8:45	
9:00	WEEKLY UPDATE (NEXT WEEK)	9:00 DEAL		9:00	
9:15	B/KWAD	9:15		9:15	
9:30		9:30 CHECK TO BWD		9:30 MARTIAL ARTS	
10:00		10:00		10:00 TAI CHI	
10:15		10:15		10:15	
10:30		10:30		10:30	
10:45		10:45		10:45	
11:00	LACAMA	11:00 BLDG INTO		11:00	
11:15		11:15		11:15	
11:30		11:30		11:30	
11:45	REC	11:45		11:45	
12:00		12:00		12:00	
12:15		12:15		12:15	
12:30		12:30		12:30	
12:45	REC	12:45		12:45	
1:00		1:00		1:00	BB
1:15		1:15		1:15	
1:30	ASSIGNMENT	1:30 ASSIGNMENT	MISSION	1:30	
1:45	LOS	1:45 LOS	-HTA	1:45	
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2:30		2:30		2:30	
2:45		2:45		2:45	
3:00	CD #1	3:00		3:00	
3:15	PRESENTATION	3:15		3:15	
3:30		3:30		3:30	
3:45		3:45		3:45	
4:00		4:00	11:45-12:30	4:00	
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4:30		4:30		4:30	
4:45		4:45		4:45	
5:00		5:00		5:00	
5:15		5:15		5:15	

- Crossed off ‘complete’ tasks as they got done.
- Scheduled ‘new’ tasks  as they came in. (Many came from Emails.)
- Rescheduled 1 meeting.
- Clouded the incomplete task. Cross it off only when it is rescheduled.

As of 9/9/14 (Tue) – 9 am

September 8 - 10

August 2014					September 2014				
S	M	T	W	TH	F	S	S	U	S
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31									

October 2014					November 2014				
S	M	T	W	TH	F	S	S	U	S
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31									

11 - 14 September

8	Monday	9	Tuesday	10	Wednesday
7:00		7:00		7:00	
7:15	ASSESSMENT	7:15	EMAIL PLAN	7:00	EMAIL PLAN
7:30	MEETING	7:30	EMAIL PLAN	7:30	EMAIL PLAN
7:45	BEST	7:45	EMAIL PLAN	7:45	EMAIL PLAN
8:00		8:00	EMAIL PLAN	8:00	EMAIL PLAN
8:15		8:15	EMAIL PLAN	8:15	EMAIL PLAN
8:30		8:30	EMAIL PLAN	8:30	EMAIL PLAN
8:45		8:45	EMAIL PLAN	8:45	EMAIL PLAN
9:00		9:00	EMAIL PLAN	9:00	EMAIL PLAN
9:15		9:15	EMAIL PLAN	9:15	EMAIL PLAN
9:30		9:30	EMAIL PLAN	9:30	EMAIL PLAN
9:45		9:45	EMAIL PLAN	9:45	EMAIL PLAN
10:00		10:00	EMAIL PLAN	10:00	EMAIL PLAN
10:15		10:15	EMAIL PLAN	10:15	EMAIL PLAN
10:30		10:30	EMAIL PLAN	10:30	EMAIL PLAN
10:45		10:45	EMAIL PLAN	10:45	EMAIL PLAN
11:00	FRANK	11:00	EMAIL PLAN	11:00	EMAIL PLAN
11:15	PER. REPORT	11:15	EMAIL PLAN	11:15	EMAIL PLAN
11:30	WEEKLY UPD.	11:30	EMAIL PLAN	11:30	EMAIL PLAN
11:45	PERIODIC REPORT	11:45	EMAIL PLAN	11:45	EMAIL PLAN
12:00	PER. REP.	12:00	EMAIL PLAN	12:00	EMAIL PLAN
12:15	PERIODIC REPORT	12:15	EMAIL PLAN	12:15	EMAIL PLAN
12:30	PERIODIC REPORT	12:30	EMAIL PLAN	12:30	EMAIL PLAN
12:45	PERIODIC REPORT	12:45	EMAIL PLAN	12:45	EMAIL PLAN
1:00		1:00	EMAIL PLAN	1:00	EMAIL PLAN
1:15		1:15	EMAIL PLAN	1:15	EMAIL PLAN
1:30		1:30	EMAIL PLAN	1:30	EMAIL PLAN
1:45		1:45	EMAIL PLAN	1:45	EMAIL PLAN
2:00		2:00	EMAIL PLAN	2:00	EMAIL PLAN
2:15		2:15	EMAIL PLAN	2:15	EMAIL PLAN
2:30		2:30	EMAIL PLAN	2:30	EMAIL PLAN
2:45		2:45	EMAIL PLAN	2:45	EMAIL PLAN
3:00		3:00	EMAIL PLAN	3:00	EMAIL PLAN
3:15		3:15	EMAIL PLAN	3:15	EMAIL PLAN
3:30		3:30	EMAIL PLAN	3:30	EMAIL PLAN
3:45		3:45	EMAIL PLAN	3:45	EMAIL PLAN
4:00		4:00	EMAIL PLAN	4:00	EMAIL PLAN
4:15		4:15	EMAIL PLAN	4:15	EMAIL PLAN
4:30		4:30	EMAIL PLAN	4:30	EMAIL PLAN
4:45		4:45	EMAIL PLAN	4:45	EMAIL PLAN
5:00		5:00	EMAIL PLAN	5:00	EMAIL PLAN
5:15		5:15	EMAIL PLAN	5:15	EMAIL PLAN

11	Thursday	12	Friday	13	Saturday
7:00		7:00		7:00	
7:15	CCB	7:15	EMAIL PLAN	7:15	TAI CHI
7:30		7:30	EMAIL PLAN	7:30	
7:45		7:45	EMAIL PLAN	7:45	
8:00		8:00	EMAIL PLAN	8:00	
8:15		8:15	EMAIL PLAN	8:15	
8:30		8:30	EMAIL PLAN	8:30	
8:45		8:45	EMAIL PLAN	8:45	
9:00		9:00	EMAIL PLAN	9:00	
9:15		9:15	EMAIL PLAN	9:15	
9:30		9:30	EMAIL PLAN	9:30	
9:45		9:45	EMAIL PLAN	9:45	
10:00		10:00	EMAIL PLAN	10:00	
10:15		10:15	EMAIL PLAN	10:15	
10:30		10:30	EMAIL PLAN	10:30	
10:45		10:45	EMAIL PLAN	10:45	
11:00		11:00	EMAIL PLAN	11:00	
11:15		11:15	EMAIL PLAN	11:15	
11:30		11:30	EMAIL PLAN	11:30	
11:45		11:45	EMAIL PLAN	11:45	
12:00		12:00	EMAIL PLAN	12:00	
12:15		12:15	EMAIL PLAN	12:15	
12:30		12:30	EMAIL PLAN	12:30	
12:45		12:45	EMAIL PLAN	12:45	
1:00		1:00	EMAIL PLAN	1:00	BBQ
1:15		1:15	EMAIL PLAN	1:15	
1:30		1:30	EMAIL PLAN	1:30	
1:45		1:45	EMAIL PLAN	1:45	
2:00		2:00	EMAIL PLAN	2:00	
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3:45		3:45	EMAIL PLAN	3:45	
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4:15		4:15	EMAIL PLAN	4:15	
4:30		4:30	EMAIL PLAN	4:30	
4:45		4:45	EMAIL PLAN	4:45	
5:00		5:00	EMAIL PLAN	5:00	
5:15		5:15	EMAIL PLAN	5:15	

- Crossed off 'complete' tasks as they got done.
- All Monday's tasks were done.
- Scheduled 'new' tasks **★** as they came in.
- A breakfast was cancelled. Crossed it off.
- Completed Daily Planning for Tuesday.

As of 9/10/14 (Wed) – 9 am

September 10

- Crossed off ‘complete’ tasks as they got done.
- All Tuesday’s tasks were done.
- Scheduled ‘new’ tasks  as they came in.
- 2 meetings were cancelled and rescheduled.
- Completed Daily Planning for Wednesday.

WIP - LALUUA
- MONOSE
- SOGORO (HANES)

11	Thursday	12	Friday	13	Saturday
7:00	EMAN	7:00	EMAN	7:00	TAI CHI
7:30	10 AM	7:30	10 AM	7:30	
8:00	MEETING	8:00	MEETING	8:00	
8:15	MEETING	8:15	MEETING	8:15	
8:30	MEETING	8:30	MEETING	8:30	
8:45	MEETING	8:45	MEETING	8:45	
9:00	MEETING	9:00	MEETING	9:00	
9:15	MEETING	9:15	MEETING	9:15	
9:30	MEETING	9:30	MEETING	9:30	
9:45	MEETING	9:45	MEETING	9:45	
10:00	MEETING	10:00	MEETING	10:00	
10:15	MEETING	10:15	MEETING	10:15	
10:30	MEETING	10:30	MEETING	10:30	
10:45	MEETING	10:45	MEETING	10:45	
11:00	MEETING	11:00	MEETING	11:00	
11:15	MEETING	11:15	MEETING	11:15	
11:30	MEETING	11:30	MEETING	11:30	
11:45	MEETING	11:45	MEETING	11:45	
12:00	MEETING	12:00	MEETING	12:00	
12:15	MEETING	12:15	MEETING	12:15	
12:30	MEETING	12:30	MEETING	12:30	
12:45	MEETING	12:45	MEETING	12:45	
1:00	MEETING	1:00	MEETING	1:00	
1:15	MEETING	1:15	MEETING	1:15	
1:30	MEETING	1:30	MEETING	1:30	
1:45	MEETING	1:45	MEETING	1:45	
2:00	MEETING	2:00	MEETING	2:00	
2:15	MEETING	2:15	MEETING	2:15	
2:30	MEETING	2:30	MEETING	2:30	
2:45	MEETING	2:45	MEETING	2:45	
3:00	MEETING	3:00	MEETING	3:00	
3:15	MEETING	3:15	MEETING	3:15	
3:30	MEETING	3:30	MEETING	3:30	
3:45	MEETING	3:45	MEETING	3:45	
4:00	MEETING	4:00	MEETING	4:00	
4:15	MEETING	4:15	MEETING	4:15	
4:30	MEETING	4:30	MEETING	4:30	
4:45	MEETING	4:45	MEETING	4:45	
5:00	MEETING	5:00	MEETING	5:00	
5:15	MEETING	5:15	MEETING	5:15	
5:30	MEETING	5:30	MEETING	5:30	
5:45	MEETING	5:45	MEETING	5:45	
6:00	MEETING	6:00	MEETING	6:00	

Took 1 hour vacation time off.

As of 9/11/14 (Thu) – 9 am

September 8 - 10

Monday	Tuesday	Wednesday	Thursday
7:00	7:00	7:00	7:00
REGIMENTAL	REGIMENTAL	REGIMENTAL	REGIMENTAL
LOG	LOG	LOG	LOG
11:45	11:45	11:45	11:45
THE PILES	THE PILES	THE PILES	THE PILES
FOR	FOR	FOR	FOR
MANAGE	MANAGE	MANAGE	MANAGE
10:45	10:45	10:45	10:45
10:00	10:00	10:00	10:00
11:45 *	11:45 *	11:45 *	11:45 *
11:30	11:30	11:30	11:30
11:45	11:45	11:45	11:45
12:00	12:00	12:00	12:00
12:15	12:15	12:15	12:15
12:30	12:30	12:30	12:30
12:45	12:45	12:45	12:45
1:00	1:00	1:00	1:00
1:15 *	1:15 *	1:15 *	1:15 *
1:30	1:30	1:30	1:30
1:45	1:45	1:45	1:45
2:00	2:00	2:00	2:00
2:15	2:15	2:15	2:15
2:30	2:30	2:30	2:30
2:45	2:45	2:45	2:45
3:00	3:00	3:00	3:00
3:15	3:15	3:15	3:15
3:30	3:30	3:30	3:30
3:45	3:45	3:45	3:45
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4:30	4:30	4:30	4:30
4:45	4:45	4:45	4:45
5:00	5:00	5:00	5:00
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Date/Ref	2004						Notes
	S	M	T	W	TH	F	
1	1	2	3	4			- MONESSE
2	5	6	7	8	9	10	- SODA (HARD)
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4	18	19	20	21	22	23	
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- Crossed off ‘complete’ tasks as they got done.
- All Wednesday’s tasks were done except one.
- Scheduled ‘new things-to-do’  as they came in.
- 1 meeting was cancelled and rescheduled.
- Completed Daily Planning for Thursday.

As of 9/12/14 (Fri) – 9 am

Santana

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August 2014
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15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

September 2014
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

October 2014
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

11 - 14 September

11		12		13		14	
7:00		7:00		7:00		7:00	
7:15		7:15		7:15		7:15	
7:30		7:30		7:30		7:30	
7:45		7:45		7:45		7:45	
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4:45		4:45		4:45		4:45	
5:00		5:00		5:00		5:00	
5:15		5:15		5:15		5:15	

- Crossed off 'complete' tasks as they got done.
- All Thursday's tasks were done except one – Rescheduled to Friday.
- Scheduled 'new' tasks  as they came in.
- Completed Daily Planning for Friday.

As of 9/12/14 (Fri) – End of Day

September 8-10

8	Monday	9	Tuesday	10	Wednesday
7:00		7:00		7:00	
7:15	CONFERENCE	7:30	CONFERENCE	7:30	CONFERENCE
7:30	1000	7:45	CONFERENCE	7:45	CONFERENCE
7:45	CONFERENCE	8:00	CONFERENCE	8:00	CONFERENCE
8:00	CONFERENCE	8:15	CONFERENCE	8:15	CONFERENCE
8:15	CONFERENCE	8:30	CONFERENCE	8:30	CONFERENCE
8:30	CONFERENCE	8:45	CONFERENCE	8:45	CONFERENCE
8:45	CONFERENCE	9:00	CONFERENCE	9:00	CONFERENCE
9:00	CONFERENCE	9:15	CONFERENCE	9:15	CONFERENCE
9:15	CONFERENCE	9:30	CONFERENCE	9:30	CONFERENCE
9:30	CONFERENCE	9:45	CONFERENCE	9:45	CONFERENCE
9:45	CONFERENCE	10:00	CONFERENCE	10:00	CONFERENCE
10:00	CONFERENCE	10:15	CONFERENCE	10:15	CONFERENCE
10:15	CONFERENCE	10:30	CONFERENCE	10:30	CONFERENCE
10:30	CONFERENCE	10:45	CONFERENCE	10:45	CONFERENCE
10:45	CONFERENCE	11:00	CONFERENCE	11:00	CONFERENCE
11:00	CONFERENCE	11:15	CONFERENCE	11:15	CONFERENCE
11:15	CONFERENCE	11:30	CONFERENCE	11:30	CONFERENCE
11:30	CONFERENCE	11:45	CONFERENCE	11:45	CONFERENCE
11:45	CONFERENCE	12:00	CONFERENCE	12:00	CONFERENCE
12:00	CONFERENCE	12:15	CONFERENCE	12:15	CONFERENCE
12:15	CONFERENCE	12:30	CONFERENCE	12:30	CONFERENCE
12:30	CONFERENCE	12:45	CONFERENCE	12:45	CONFERENCE
12:45	CONFERENCE	1:00	CONFERENCE	1:00	CONFERENCE
1:00	CONFERENCE	1:15	CONFERENCE	1:15	CONFERENCE
1:15	CONFERENCE	1:30	CONFERENCE	1:30	CONFERENCE
1:30	CONFERENCE	1:45	CONFERENCE	1:45	CONFERENCE
1:45	CONFERENCE	2:00	CONFERENCE	2:00	CONFERENCE
2:00	CONFERENCE	2:15	CONFERENCE	2:15	CONFERENCE
2:15	CONFERENCE	2:30	CONFERENCE	2:30	CONFERENCE
2:30	CONFERENCE	2:45	CONFERENCE	2:45	CONFERENCE
2:45	CONFERENCE	3:00	CONFERENCE	3:00	CONFERENCE
3:00	CONFERENCE	3:15	CONFERENCE	3:15	CONFERENCE
3:15	CONFERENCE	3:30	CONFERENCE	3:30	CONFERENCE
3:30	CONFERENCE	3:45	CONFERENCE	3:45	CONFERENCE
3:45	CONFERENCE	4:00	CONFERENCE	4:00	CONFERENCE
4:00	CONFERENCE	4:15	CONFERENCE	4:15	CONFERENCE
4:15	CONFERENCE	4:30	CONFERENCE	4:30	CONFERENCE
4:30	CONFERENCE	4:45	CONFERENCE	4:45	CONFERENCE
4:45	CONFERENCE				

August	2014							2015							2016						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1
18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8
25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6
22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

- MONEESE
- SOOKDING CHALU

11 - 14 September

- All tasks were done except 8 NU/I items and 1 meeting - rescheduled to the following week

Took 2 hours vacation time off.

Based on my calendar, what did I do from 9/7 – 9/12?

- Prepared for 5 presentations/meetings
- Attended 8 meetings
- Provided 3 presentations
- Act on 20 matters
- Monitor and Follow-up with 34 matters (some multiple times)
- *Took 3 hours vacation (Wed & Fri)*
- Ad Hoc tasks and many Email work had not been included.
- Did not do 8 NU/I items and 3 meetings were cancelled.
All rescheduled to the following week.

*Did not drop any ball.
Enhanced Operation.*

The Calendar System Can be Used as:

- **Calendar** to keep track of time and day.
- **Appointment Book** to remind us of Meals / Meetings / Appointments
- **Planner** to fill the 100-hour Container with work:
 - plan '**what to do**' (*Act, Act/Assign, Assign, Monitor & Follow-up*)
 - schedule '**when and how long to do**'
 - act &/or assign to '**do it**'
- **Checklist** to monitor our work.
- **Notepad** to update existing tasks and record new tasks.

*For the past 25 years, my Calendar has helped me
to be more productive, efficient, and effective.*

Benefits for Applying the TCB - Calendar Systems:

- Know when to do what (R, U and NU/I) throughout the week.
- Better scheduling to allocate appropriate time to activities.
- More productive.
- Handle high workload with low stress.
- Seldom procrastinate.
- Always have adequate time to work, less crunch time.
- Seldom miss due date or deadline.
- May have to reschedule work to other week but *NO BALL DROPPED*.
- Constantly create a sense of accomplishment.

The success of the System depends on:

- the effectiveness of the **TOOLS**,
- the efficiency of the **PROCEDURES** to use the tools, and
- the **DISCIPLINE / HABIT** to apply the procedures